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NAVAL TELECOMMUNICATIONS PROCEDURES

COMMERCIAL

COMMUNICATIONS

INSTRUCTIONS

NTP 9(A)

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Commander, Naval Telecommunications Command
4401 Massachusetts Ave., N.W.
Washington, D.C. 20390

October 1982

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DEPARTMENT OF THE NAVY
NAVAL TELECOMMUNICATIONS COMMAND
4401 MASSACHUSETTS AVENUE, N.W.
WASHINGTON, D.C. 20390

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Rear Admiral, U.S. Navy
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CHAPTER 1

PRINCIPLES AND POLICIES

01.01.0100 APPLICABILITY

The instructions contained in this publication provide the procedures for processing all classes of messages, authorized to be processed through commercial communications systems by U.S. Naval Communications facilities. These procedures are based upon the following documents, the provisions of which must be observed.

International Telecommunications Convention, Geneva 1959 and the Telegraph Regulations, Geneva, Revision 1958.

The Communication Act of 1934, as amended.

Rules and Regulations of the Federal Communications Commission.

The Western Union Rate and Rule Books.

Applicable Department of Defense (DOD) publication and instructions.

01.01.0200 AUTHORITY

Section 327, Communication Act of 1934, as amended, provides:

"The Secretary of the Navy is hereby authorized unless restrained by international agreement, under the terms and conditions and at rates prescribed by him, which rates shall be just and reasonable, and which, upon complaint, shall be subject to review and revision by the Commission, to use all radio stations and apparatus, wherever located, owned by the United States and under the control of the Navy Department.

(a) for the reception and transmission of press messages offered by any newspaper published in the United States, its territories or possessions, or published by citizens of the United States in foreign countries or by any press association of the United States, and

(b) for the reception and transmission of private commercial messages between ships, between ship and shore, between locations in Alaska and between Alaska and the continental United States:

Provided, that the rates fixed for the reception and transmission of all such messages, other than press messages between the Pacific coast of the United States, Hawaii, Alaska, Guam, American Samoa, and the Orient, and between the United States and the Virgin Islands, shall not be less than the rates charged by privately owned and operated stations for like messages and service;

Provided further, that the right to use such stations for any of the purposes named in this section shall terminate and cease as between any countries or localities or between any locality and privately operated ships whenever privately owned and operated stations are capable of meeting the normal communication requirements between such countries or localities or between any locality and privately operated ships, and the Commission shall have notified the Secretary of the Navy thereof."

01.01.0300 POLICY AND MISSION

The mission of Naval Communications is to provide and maintain reliable, secure and rapid communications, based on war requirements, adequate to meet the needs of naval command, to facilitate administration and to satisfy, as directed, JCS-approved Joint requirements. In consonance therewith, relative to the handling of commercial traffic (other than Class A and B) by Naval Communications, the policy of the Department of the Navy will be as follows:

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"Every effort will be made to provide timely delivery of commercial traffic on an as soon as practicable basis. However, it shall not take precedence over official government traffic, neither will guaranteed delivery or specific delivery times be assured or implied."

The foregoing will be brought to the attention of all senders prior to the acceptance of commercial messages.

In compliance with the existing statute as stated in the foregoing article, Naval Communications does not compete with privately owned and operated commercial communications stations.

Unless exempt by the provisions of this publication, the Department of the Navy will charge for all commercial traffic handled by Naval Communications. Charges will be consistent with the rates established by the Secretary of the Navy.

01.01.0400 TERMINOLOGY

Abstract. Refers to forms used by the Department of the Navy for tabulating, reporting and accounting various categories of commercial traffic handled by Naval Communications.

Cablegram. A cablegram is a message transmitted from point to point in international form, by means of cable, over all or part of its route.

Collect. The term "collect" means that all tolls due for a message will be paid by the addressee, and the reverse of the principle "tolls follow the traffic" is to be followed.

Commercial traffic clerk. The term "commercial traffic clerk" will be interpreted to mean the person designated by the commanding officer to perform the functions prescribed by this publication.

Continental United States. The term "continental United States" will be interpreted as follows: United States territory, including the adjacent territorial waters, located within the North American continent between Canada and Mexico.

Domestic form. A message in domestic form differs from one in international form in the composition of the preamble and in the method of word count. The time of transmission (TOT) is usually transmitted after the signature.

Domestic telegram.

m/c 5/1
fm International agreement, except CLASS E Messages, Domestic Telegrams, as such, cannot be addressed to or transmitted to a ship at sea.

m/c 5/1
fm International telegrams. International telegrams are messages originating at or destined to points other than the United States, Canada, Hawaii, Mexico, Alaska or Saint Pierre-Miquelon Islands.

International form. A message in international form consists of the following parts: preamble, address, text and signature. Messages in international form are prepared in accordance with the International Telegraph Regulations, and charges are computed based on international word count.

Mailgram. A mailgram is a message which is sent electrically by Western Union to a post office near the recipient's address. Mailgrams received by Western Union up to 1900 local destination time will be physically delivered in distinctive blue and white mailgram envelopes in the next days mail (Sunday and Holiday delivery will be effected the next working day).

Radiotelegram. A telegram originating in or intended for a mobile station transmitted, on all or part of its route, over the radiocommunication channels of a mobile service. (Also referred to as radiogram.)

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Tolls follow the traffic. The term "tolls follow the traffic" will be interpreted as indicating the general system of accounting practiced by all telegraph, cable, and radio companies. The system on which a message originates becomes responsible for all the charges on the message, and that system collects the complete tolls and, thereupon, pays to the next connecting line its tolls plus all tolls due forwarding lines. In turn, the second system handling the message pays the third connecting line its tolls and all tolls due systems following that system.

Terminology and definitions not contained herein, may be found in the chapters and sections dealing with the particular subject or term.

01.01.0500 PRESERVATION OF THE INVIOABILITY OF MESSAGES

Internal routing and delivery of messages and the location of message files must be such as to prevent the contents of any message being divulged to any person other than those authorized by the commanding officer.

01.01.0600 SECURITY AND CENSORSHIP IN WARTIME

In wartime the use of commercial communications facilities should be subject to critical review because the headings of messages in commercial form may disclose considerable information.

The release of messages carrying a ship's name in plain language in the heading, text or signature is prohibited. In view thereof, messages should be filed ashore in such a manner as to conceal the ship's identity (i.e., type, unit number) and location, provided it is possible and feasible to do so. At sea, SANSORGINE (indicating without identified origin) should be substituted for the name of the ship.

In time of war, with the establishment of censorship regulations and the suspension of certain international regulations pertaining to certain classifications of cable and radio circuits, many of the instructions contained herein will be modified materially. The necessary information will be promulgated to the naval service as required.

01.01.0700 EMERGENCY RELAYING BY NAVAL COMMUNICATIONS

When all other communications fail, or are interrupted, except that between naval stations and activities served by Naval Communications, such naval stations and activities may accept traffic for relay between the points involved in the failure or interruption. Such action constitutes an emergency relay, and it will be accomplished without charge or accounting. The traffic to be relayed will indicate after the check, the name of the system from which received for transmission between the points involved in the interruption (such as "Western Union (WU)"). Following the emergency relay, traffic will be returned to the same system from which received.

The foregoing will not be interpreted as including a failure or interruption occasioned by a strike or similar cause. In this case, the use of Naval Communications for emergency relay purposes is prohibited.

01.01.0800 TRANSFER AND DIVISION OF MESSAGES TO COMMERCIAL SYSTEMS

Naval stations and activities having connections with more than one United States commercial communication company will divide their traffic among the United States companies available, provided satisfactory service is rendered by each company, and provided further that the rates are the same between points concerned. However, local conditions, such as accessibility of the office, may constitute sufficient reason to use the facilities of one carrier in preference to others. This provision is not applicable where the sender designates a particular commercial communication company, nor will such messages be counted in determining the division of traffic. Messages filed with one United States commercial communications company while the office of another is not open will not be counted in determining the division of traffic between them. Where a difference in rates exists, and provided satisfactory service is available, the cheaper service will be selected. The four companies, i.e., The Commercial Cable Company, All America Cables and Radio Inc., Mackay Radio and

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Telegraph Company and Globe Wireless Limited, comprising ITT World Communications, Inc., will be treated as a single company.

In the event proper service is not being rendered by a particular commercial communication company, a report will be made to the Commander, Naval Telecommunications Command (COMNAVTELCOM), who may designate the company or companies to receive preference.

01.01.0900 RESPONSIBILITY FOR ARRANGEMENTS WITH COMMERCIAL COMMUNICATION COMPANIES

The Commander, Naval Telecommunications Command (COMNAVTELCOM) is charged with all arrangements regarding the forwarding of commercial traffic through commercial communication systems, except as may be provided for otherwise herein. No private arrangements will be executed without authority from COMNAVTELCOM.

"Arrangements" as used herein may be considered as including, for example, the development of a method to deliver traffic to or from a naval station and the commercial communication company office; the special service to be accorded a particular category of messages; the establishment of billing procedures; or the procedures to be followed in connection with the delivery of urgent personal messages on a station.

Fleet, force and area commanders are authorized to execute such arrangements as may be deemed necessary for their particular area. COMNAVTELCOM will be advised of all new arrangements completed.

In case of emergency, and where the time element precludes the obtaining of advance approval, commanding officers may make such arrangements as deemed necessary and appropriate under the circumstances. However, COMNAVTELCOM will be advised promptly of all such arrangements completed, together with the charges which may be involved.

01.01.1000 ACCOUNTING

01.01.1001 DUTIES OF COMMERCIAL TRAFFIC CLERK

The commanding officer of each naval ship, station or activity authorized to handle commercial communications or to receive personal messages for transmission via Naval Communications will designate, in writing, a commercial traffic clerk.

The duties of the commercial traffic clerk are:

(1) To maintain a complete file of all commercial messages accepted for transmission.

(2) To maintain a complete file of all incoming commercial messages and all official government messages received from other than Naval Communications for abstracting purposes.

(3) To maintain and understand all instructions and materials relating to the handling of commercial traffic (rate sheets, bulletins, publications and forms).

(4) To collect the proper charges and safeguard the funds collected and in his custody.

(5) To prepare the prescribed reports on time and forward them to the communications officer for review.

01.01.1002 DUTIES OF THE COMMUNICATIONS OFFICER

The duties of the communications officer with regard to commercial traffic are:

(1) To supervise the handling of commercial messages.

(2) To ensure that the commercial traffic clerk is furnished necessary

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message copies.

(3) To ensure that the commercial traffic clerk has all the instructions relating to the handling of commercial traffic.

(4) To supervise the commercial traffic clerk in the performance of his/her duties as specified above.

(5) To review the reports and correspondence prepared by the commercial traffic clerk and forward them to the commanding officer for signature.

01.01.1003 BONDING

Commercial traffic clerks will not be bonded unless COMNAVTELCOM so directs.

01.01.1004 NAVAL COMMERCIAL TRAFFIC FUNDS

The maximum amount of naval commercial traffic funds permitted to be accumulated in the possession of the commercial traffic clerk will be established by the commanding officer of the naval ship, station or activity. However, unless approved by COMNAVTELCOM, this sum will not exceed \$100.00. Funds accumulated will be deposited at least weekly with the supply officer or assistant for disbursing of the ship or station, and only such an amount as is needed to make change will be retained. When required for remittance, funds so deposited will be made available to the commercial traffic clerk by U.S. treasury check, payable to the order of the U.S. Navy Regional Finance Center, Code FSP12132B, Washington, D.C. 20360, or the Western Union Telegraph Company as appropriate. (See Paragraph 042231, Vol. 4, Navy Comptroller Manual.) Alternatively, to avoid retention of cash over a period of time, Naval commercial traffic funds may be converted to U.S. Treasury check or money order at any time, the cost of which may be deducted from the remittance due. Funds forwarded with corresponding abstracts are not required to be in the form of a single check/money order.

Naval commercial traffic funds will be kept separate and independent from other funds. The records of these funds will be inspected once a month, and upon relief of the commercial traffic clerk, by a board consisting of two officers or senior enlisted personnel, one of which should be from the supply department, if practicable. The inspection will include a verification of the cash balance and a complete audit of all accounts, including a verification of the rate used. Any report of such inspection showing irregularity will be forwarded immediately to the Commanding Officer, U.S. Navy Regional Finance Center via official channels, with endorsements to show what action, if any has been taken or is recommended. Information copies of inspection reports will be provided to COMNAVTELCOM. If no irregularities are shown, the report will be retained for a period of at least one year, subject to call from COMNAVTELCOM or the Navy Regional Finance Center for the original copy. The development and use of a form for this purpose is optional.

In the event the commercial traffic clerk is relieved and a replacement is not nominated immediately, naval commercial traffic funds will be retained in the custody of the supply officer or assistant for disbursing of the ship or station.

The communication officer or naval postal clerk will not handle naval commercial traffic funds.

Money received for telephone calls through the coastal and high seas radiotelephone service is not part of the naval commercial traffic funds. Separate accounting instructions are set forth in Chapter 8 of this publication.

01.01.1005 AUTHORIZED USES OF NAVAL COMMERCIAL TRAFFIC FUNDS

Naval ships, stations and activities are authorized to initiate expenditures from naval commercial traffic funds for the following purposes, all such expenditures will be reported in detail on the form titled "Statement of Account" (NAVTELCOM Form 7210/1 (9-77)):

- (1) Money order fee

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(2) Postage as necessary to mail the reports

(3) Registration fees where the commanding officer has determined that registered mail is necessary to protect or ensure delivery of the reports.

Naval commercial traffic funds will not be used for such purposes as taxi fare, messenger service, special delivery or telephone toll calls.

01.01.1006 REFUNDS

Requests for refund of charges paid on outbound non-Government messages, accepted by Naval Communications, will be addressed to the naval ship, station or activity handling the message, or via such ship, station or activity, to the Commanding Officer, U.S. Navy Regional Finance Center.

Refunds are not in order when the non-delivery of a message is due to such reasons as "addressee unknown," "addressee deceased," "addressee not aboard ship," "addressee left town," and similar causes. Under these conditions, the carrier is considered to have fulfilled his obligations, and responsibility for the fact that delivery was not effected rests with the sender for failure to provide complete and accurate information necessary to locate the addressee.

A naval ship, station or activity from which a message originated may refund charges collected on a message direct to the sender when the ship, station or activity is unable to get the message through to its destination for such reasons as breakdown of a connecting system, cable break, landline down, or ship out of range.

All messages involving refunds will be forwarded to the Commanding Officer, U.S. Naval Regional Finance Center with an explanation on the message form showing the reasons for its cancellation. Station Refile Serial numbers will be assigned to such messages.

01.01.1007 RESPONSIBILITY FOR REPORTS

All naval ships, stations and activities handling commercial traffic will be responsible for the preparation and submission of reports under the appropriate report symbol. In the case of service craft attached to a naval base, the reports will be submitted by the base commander. In the case of service craft attached to a naval district, the reports will be submitted by the district commandant. Reports submitted for submarines and service craft in accordance with the above will be arranged and labeled for each submarine or service craft originating the traffic.

Monthly commercial traffic reports will be mailed under one cover to the Commanding Officer, U.S. Navy Regional Finance Center. The appropriate report symbol should be included on the cover letter. Class D and Class D entitled to Class E privilege reports will consist of an abstract form, one message copy, a remittance, and a statement of account. Class E involving toll reports will consist of an abstract form, one message copy and remittance. Reports are required whenever commercial traffic involving tolls is handled by a naval ship, station or activity during any calendar month.

Negative commercial traffic reports are not required when Class D and Class E traffic has not been handled during any calendar month. However, the following statement will be inserted on the first line of the first Class D or Class E abstract submitted subsequently: "No Class D (or E as appropriate) traffic handled during the month(s) of _____."

01.01.1008 STATEMENT OF ACCOUNT

Particular attention is directed to the report titled "Statement of Account" (NAVTELCOM Form 7210/1 (9-77)) and to the instructions contained therein. The form will be prepared in duplicate, one copy retained by the office preparing the report, and the original forwarded with each remittance for Class D and Class D entitled to the Class E privilege.

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The total of the debit (left) side must agree with the total of the credit (right) side of the Statement of Account. The item "remittance herewith" will show only the actual remittance forwarded by the check or money order accompanying the statement. Credit for the money order fee will be shown on the form with the identification "money order fee." "Collections for previous months" and "refunds," when occurring are those made pursuant to notices received from the Navy Regional Finance Center.

forwarded: A separate Statement of Account is required for each remittance

01.01.1009 FORWARDING OF REMITTANCE

All money collected by naval ships, stations and activities for the handling of commercial traffic will be forwarded by either exchange-for-cash U.S. Treasury check, postal money order or American Express money order. Under no circumstances will stamps, cash or personal checks be remitted.

An exchange-for-cash U.S. Treasury check will be issued in preference to a money order. The use of these checks is a protection to the commercial traffic clerk because, in case of loss, a second original can be issued without the necessity of filing a bond.

The remittance for Class E traffic will be made payable to the order of "The Western Union Telegraph Company, Washington, D.C." The remittance for all categories of Class D traffic will be made payable to the order of the "U.S. Navy Regional Finance Center, Code FSP 12132B Washington, D.C. 20360."

01.01.1010 U.S. GOVERNMENT TAX

The U.S. Government imposes a 10% tax of the total, on radiotelephone non-collect personal calls.

01.01.1011 ABSTRACTING THE TAX

In abstracting, naval ships will enter tax items in a separate column headed "United States Tax" indicating the amount of tax collected on each coastal harbor and high seas radiotelephone non-collect personal call, and the total thereof. In forwarding remittance, indicate on the Statement of Account (NAVTELCOM Form 7210/1) the total tax collected as a separate item. The tax will be included in the same check or money order used to forward the regular charges collected.

01.01.1012 SERIAL NUMBERS

For identification and accounting purposes, all commercial traffic handled by Naval Communications will be assigned serial numbers suffixed by a capital letter identifying the class of service. These numbers are known as SRS numbers.

Every commercial message (including paid service messages) handled will be assigned an SRS number by each ship, station or activity involved in the handling.

Naval Communication Stations will assign SRS numbers consecutively up to 10,000. All other Navy activities and ships will assign SRS numbers consecutively up to 1,000 on an annual basis commencing with number 1 on 1 January each year. When service messages concerning a message are sent, such service messages will be given the SRS number of the message to which they refer, followed by "A" for the first service, "B" for the second, etc. Paid service messages will not be considered under this provision. The following capital letters will be suffixed to the regularly assigned SRS numbers depending on the class of commercial traffic reported:

<u>Class of Traffic</u>	<u>Suffix Letter</u>	<u>Example</u>
"A"	A	SRS 1A
"B"	B	SRS 2B

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"D" (radiogram)	D	SRS 3D
"P" (press)	P	SRS 4P
"D" (entitled to the Class E privilege)	C	SRS 6C
"E"	E	SRS 7E
Service message	-	SRS 7EA

As is apparent from the above instructions, the same message will bear different SRS numbers at the various stations handling it.

Attention is directed to the instructions in the chapters following concerning the specific uses of SRS numbers.

01.01.1013 TELEGRAPHIC MONEY ORDERS, ETC.

Telegraphic money orders, orders for flowers and candy will not be accepted by Naval Communications. In the event there exists an urgent need to transmit money by rapid means, the matter should be handled through the normal welfare facilities available, such as the American Red Cross or the Navy Relief Society.

01.01.1014 INCOMING COMMERCIAL RADIOTELEGRAMS AND CABLEGRAMS

All incoming commercial messages (Class D) received from commercial carriers or through Naval Communications will be reported.

Official government messages (Class A and B) received from commercial carriers will be reported.

Class A and B traffic received from Naval Communications or other DOD networks need not be reported.

Submission of reports is particularly important because they provide the only basis upon which the connecting systems can be billed.

The foregoing will not be construed to include messages addressed to naval ship, station or activity in which the commercial carrier has made delivery to the communication department, sentry or officer of the deck of the particular ship, station or activity. (See Chapter 5 for further exceptions.)

01.01.1015 FORMS - STOCK NUMBERS

The abstracting forms approved for use in connection with the reporting of commercial traffic handled by Naval Communications are:

NAVTELCOM Form 7210/1 (9-77) - Statement of Account (Stock No. 0110-LF-372-1000)

NAVTELCOM Form 2101/1 (9-77) - Abstract (Stock No. 0110-LF-321-0100)

These forms may be obtained from the Naval Supply Centers, Norfolk and Oakland as cognizance symbol "I" material. The quantities requisitioned should be based on a normal year's requirements. An automatic distribution of these forms is not accomplished.

Forms for ships of the Military Sealift Command are controlled and allocated by the subordinate commander, the Military Sealift Command. Accordingly, forms should be obtained from these commanders.

01.01.1016 RETENTION OF COMMERCIAL TRAFFIC RECORDS

Copies of commercial traffic reports will be retained in the ship, station or activity file for at least 12 months.

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